

REGULAR MEETING MINUTES OF:

Muskogee Tourism Authority Board of Trustees

DATE: Thurs. Aug. 19, 2021 LOCATION: Roxy Theater-220 W. Okmulgee Ave Muskogee, OK

TIME: 4:00 pm

MEMBERS OF THE Muskogee Tourism Authority Trust

ROLL CALL VOTING

Chair: Daniel Chepkaukas	Absent	Aanje Wilkerson-Trustee	Present
Vice Chair: Evelyn Hibbs	Present-Chair	Sharon Champlin-Trustee	Present
Secretary: Sharon Ray	Present	Traci McGee-Trustee	Present
Jamie Stout-Past Chair/Trustee	Present	Avery Frix-Oxford Productions-Staff	Present
Marlon Coleman-Trustee	Absent	Jordyn Jorgeson-Tourism Director-Staff	Via phone
Mike Gragg-Trustee	Present	Mike Miller-City Manager Ex-Officio/non-voting	Jennifer Swezee-Asst. City Manager Present

Guests: Mike Martin, Heather Cain, Dylan Lucht, Roy Tucker, Delaina Stevens

AGENDA

ITEM	DESCRIPTION	Motion by	2nd by	Roll Call Vote
1.	Call meeting to order and welcome new Trustees. Mike Gragg & Traci McGee			No Action Needed
2.	Consider authorizing an Executive Session for the purpose of discussing the possible purchase or appraisal of real property, as well as, conferring on matters pertaining to economic development, as provided in Sections 307 B. 3 and 307 C.11 of Title 25 of the Oklahoma Statutes, respectively, and take any necessary action in open session.	Jaime Stout	Sharon Ray	All in favor

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	<p>RETURN TO REGULAR SESSION</p> <p>Mike Martin of Martin presented a Feasibility Study for the Roxy Theater for the City of Muskogee for the Board to review and take possible action at a future meeting in conjunction with the Roxy Design Committee.</p>			
3.	<p>Discuss and receive report on the current structure of the MTA, and take action to adopt structure as a resolution. (Attached flow chart)</p> <p>Avery Frix handed out a history of the MTTA with timelines and structure that matched the Flow Chart included with the proposed Bylaws (Attached)</p>	Jaime Stout	Traci McGee	All in Favor
4.	<p>Consider approval of July 2021 Special Call meeting Minutes (attached)</p>	Jaime Stout	Sharon Champlin	All in Favor
5.	<p>Consider appointment of a Secretary for a one-year term. (Sharon Ray for appointment).</p>	Jaime Stout	Sharon Champlin	All in Favor
6.	<p>Consider approval of July 2021 Financials and Claims.</p>	Jaime Stout	Traci McGee	All in Favor
7.	<p>Receive report from Bylaws Committee and consider amending Bylaws, or take other necessary action.</p> <p>Approve as amended:</p> <p>Article II-Section 5-Add Treasure duties to the Secretary appointment.</p> <p>Article III-Committees: Executive Committee of 3 to include, Chair, Vice-Chair & Secretary/Treasurer, Strike Past Chair</p> <p>Article V.-Volunteer Managment. Executive Committee or their designee, Tourism Staff/Oxford Productions respectively.</p>	Jaime Stout	Traci McGee	All in Favor

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	Muskogee City Council to make final Bylaws approval (attached letter from Council)			
8.	Consider amending the Muskogee Tourism Authority's Trust Indenture, eliminating the City of Muskogee residency requirement, or take other necessary action. Motion to table item #8	Jaime	Shiron Ray	All in Favor
9.	Consider opening an interest-bearing money market account for the Muskogee Tourism Authority Visitor Center Savings Account at Arvest Bank, assigning the same signers as the Firststar Bank Building Fund Account, and transferring \$180,599.88 from the Firststar Bank Building Fund Account to the new Arvest Bank Visitor Center Saving Account, or take other necessary action. Avery Frix explained that account funds exceeding \$250k are not FDIC Insured.	Aanje Wilkerson	Traci McGee	All in Favor
10.	Consider declaring certain items surplus and authorize the disposition of items, or take other necessary action. (attached)	Jaime Stout	Traci McGee	All in Favor
11.	Receive a report on the operation of the Roxy Theater from management Firm Oxford productions, Inc., or take other necessary action. Avery Frix shared the upcoming events scheduled for the Roxy Theater; upcoming movies, Miss Muskogee Pageant-Sept 18th, Rocky Horror Picture Show, Oct. 29-30, Imaginaires Christmas Musical Show-Dec. 17th. Frix also noted that the Roxy now has Guest-Wi-Fi available to enhance visitor experiences. Shuttered venue funds were also received due to pandemic under-utilization.			No action required

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12.	Consider scheduling a Special Call Meeting on September 2, 2021 5:00pm a the Roxy Theater (220 W. Okmulgee Ave, Muskogee, OK), or take other necessary action.	Traci McGee	Aanje Wilkerson	All in Favor
NOTE	City Attorney Roy Tucker distributed a Request for Proposals (RFP) for Legal Services and a letter to all City trusts regarding City Council approval of Bylaws prior to implementation.			
13.	Ajourn-5:35 pm			